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Approved For Release 2002/06/26 : CIA-RDP78-04007A000400020001-5

CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

MEMORANDUM

1 May 1947

SUBJECT: Policy on Clearance of Personnel for Duties with  
Central Intelligence Group

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

C.I.G. Administrative [ ] Subject: "Policy on Clearance  
of Personnel for Duties with Central Intelligence Group", dated  
25 October 1946, is hereby rescinded effective this date, and the  
following is substituted therefor:

1. The President's letter of 22 January 1946, referring to functions  
of the National Intelligence Authority and the Director of Central  
Intelligence, states: "In the conduct of their activities, the  
National Intelligence Authority and the Director of Central Intelligence  
shall be responsible for fully protecting intelligence sources and  
methods."

2. In the discharge of this responsibility, it is imperative that  
personnel assigned to or attached for duty with the Central Intelligence  
Group be individuals:

- a. Of excellent character who are citizens of the United States  
and who have no member of the immediate family or next of kin  
thereof subject to a foreign power;
- b. Whose loyalty, integrity, discretion and trustworthiness are  
unquestioned;
- c. Whose financial status and habits are such as to render un-  
likely their succumbing to any temptation arising from those  
sources.

3. To assure that personnel assigned to or attached for duty with the  
Central Intelligence Group meet the standards prescribed in the fore-  
going paragraph, the following procedures will be applied in the  
investigation and clearance of such individuals:

- a. Investigation will be conducted to the extent necessary to  
enable the proper determination of an individual's eligibility  
in accordance with provisions of Paragraph 2, except for those  
individuals covered by provisions of Paragraph 4 below. The  
minimum investigation will consist of:

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- (1) A check of appropriate records of each of the following:
  - (a) Department of State.
  - (b) Office of the Director of Intelligence, War Department.
  - (c) Office of Naval Intelligence, Navy Department.
  - (d) Federal Bureau of Investigation (to include fingerprint files).
  - (e) Police Department in each city of employment and residence in the United States for past fifteen (15) years.
  - (f) Credit agencies.
- (2) Verification of the individual's Personal History Statement regarding:
  - (a) Birth.
  - (b) Citizenship.
  - (c) Education.
  - (d) Employment for past fifteen (15) years.
- (3) Character investigation by interviews with personal references given by the individual and with a minimum of three other persons who have knowledge of his activities over a period of time sufficient to enable a determination as to his character and integrity.

b. Reports of investigations will be reviewed in each case by the Security Officer of the Central Intelligence Group who will verify that the above procedure has been carried out. Final decision as to the acceptability of the individual for assignment to the Central Intelligence Group will rest with the Director of Central Intelligence.

4. Where there has been a previous satisfactory character and loyalty investigation by the War or Navy Department, Department of State, or other Government agency, or where there are other available records indicating a minimum of ten (10) years honorable Government service with no subsequent information creating a suspicion of disloyalty or question as to integrity, the information derived therefrom may, at the option of the Director of Central Intelligence, constitute the basis for clearance of an individual for assignment to or attachment

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for duty with the Central Intelligence Group. However, in each case of clearance based on a previous satisfactory character and loyalty investigation or on the basis of a minimum of ten (10) years honorable Government service, a check of appropriate records of the Department of State; Office of the Director of Intelligence; War Department; Office of Naval Intelligence, Navy Department; and the Federal Bureau of Investigation will be made.

5. a. When an IAB member agency is requested to detail personnel to duty with the Central Intelligence Group, nominations of individuals for such duty will include a written statement certifying to their loyalty and general integrity based upon knowledge available in the nominating agency.
- b. Such individuals, when accepted, will be permitted to enter on duty with CIG provisionally, but will thereafter be checked for security in the same manner as for all other individuals entering on duty (see para. 3 and 4 above).
6. Only upon specific approval of the Director of Central Intelligence in each case will an individual be permitted to enter on duty with the Central Intelligence Group prior to the completion of the full security clearance proscribed herein.
7. All personnel assigned to or attached for duty with the Central Intelligence Group will be required to execute a declaration of secrecy which will be administered by the Director of Central Intelligence or his authorized representative.
8. Upon termination of duties with the Central Intelligence Group, all personnel will be given an exit interview designed to impress upon them their obligation with regard to maintaining the security of all matters pertaining to Central Intelligence Group activities as well as the provisions of the applicable laws and statutes.
9. Any exceptions to the foregoing provisions shall require the approval of the Director of Central Intelligence.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Executive for Personnel  
and Administration

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ATTACHMENTS: None

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